

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



# NUTRITION COMMITTEE NEWS

For exchange of information on nutrition education and school lunch activities.

U. S. DEPARTMENT OF AGRICULTURE, Washington, D. C.

★ SEP 12 1957 ★

JULY-AUGUST 1957

## TRAINING PROGRAMS FOR SCHOOL LUNCH PERSONNEL

1.982  
A2N955  
cap3

In a number of States, a need for guidance in planning effective training programs for school lunch personnel has been expressed by the persons responsible for school lunch programs. To help meet this need, Nutrition Committee News has asked three States to report their current programs and the way in which they have evolved.

All three programs were begun soon after the National School Lunch Act was passed in 1946. The accounts that follow give examples of how these States provide on-the-job training and better background information on nutrition and school lunch management to school lunch personnel.

Each State has developed different methods for giving this training. In Mississippi three State-supported colleges cooperate with the State Department of Education and the State Board of Health in planning and giving regional summer workshops. In California the State Department of Education uses the facilities and staff of eight State colleges for a summer training program for college credit. The North Carolina school lunch staff takes course work directly to local school lunch workers in their schools, and cooperates as well in presenting summer institutes and workshops in two colleges.

### MISSISSIPPI

By MARGARET McCARTHY

*Southeast Area Supervisor of the School Lunch Program,  
Mississippi State Department of Education*

### State workshops

Following enactment of the National School Lunch Act in 1946, which placed the School Lunch Program on a permanent basis, those responsible for its administration in Mississippi recognized the need for an in-service training program for school lunch personnel. They therefore planned a 2-week workshop for school

lunch personnel at the University of Mississippi. On August 11, 1947, 128 managers and workers attended the first school lunch workshop. It was sponsored by the University of Mississippi, the Mississippi State Board of Health, and the Mississippi State Department of Education. A similar program has been held each summer since that time at the University of Mississippi.

Besides class instruction, assembly programs and equipment displays are given daily.

The 11th Annual School Lunch Workshop was held at the University of Mississippi June 17-21, 1957.

### District workshops

At Mississippi Southern College, Hattiesburg, the head of the Home Economics Department, the instructor in nutrition and school lunch, and the State Supervisor of School Lunch initiated a school lunch workshop at the college in 1948 to provide training nearer home for school lunch personnel in southern Mississippi.

Mississippi Southern held its 10th Annual Workshop for school lunch personnel July 15-19 and July 22-26 of this year.

In August 1948 the first School Lunch Workshop for Negroes was held in Mississippi at the Jackson State College for Negroes. It was sponsored by the Mississippi State Department of Education and the Mississippi State Board of Health. After two years, the workshop was moved to the Mississippi Schools for the Deaf and Blind, Colored Division.

The 10th Annual School Lunch Workshop for Negroes was held June 10-14, 1957.

### Length of workshops

At the University of Mississippi separate courses are held during the same week for those attending for the first time, and for second-year and advanced participants. For those who have attended for 3 or more



years, a choice of advanced classes is offered. A minimum of 20 hours of classwork is arranged for each group. Mississippi Southern has two 1-week workshops. The first is for beginners, and the second week is for the more advanced participants. The workshop for Negroes is also given for 1 week.

## Participants

Those who come to these Mississippi workshops are mainly managers and workers, but city supervisors, school principals, and home economics teachers also attend. Principals, superintendents, and county superintendents are encouraged to take some part in the workshops, either as visitors or as participants.

The average age of a participant in a workshop is 47 years. A trend from older to younger managers in the program has been noticeable.

The educational training of the participants varies from a fourth-grade education to a college degree, with an average of about a tenth-grade education.

The experience of the participants is also varied. About 30 percent of the total number attending each summer are newcomers.

During the summer of 1956, approximately 575 managers, workers, and others attended the workshops. There are several persons from schools not taking part in the National School Lunch Program who attend each year.

## Curriculum planning

The needs are studied and courses to be given are determined at a joint planning session held each winter by the Mississippi school lunch staff and representatives from the colleges where the workshops are to be held. The courses are based on needs determined by the area school lunch supervisors in their visits to the individual school lunch programs and by the managers and workers. Questionnaires are filled out at the close of each workshop on strengths and weaknesses of the program as recognized by the group, who give suggestions for following workshops. The same activities and courses are given at each of the three workshops.

## Attendance

Attendance at workshops, though recommended by the school lunch staff, is voluntary on the part of managers and workers. However, many superintendents and principals regard the training as so valuable to their program that they require attendance as a prerequisite for a raise, re-employment, or employment of new personnel. A certificate of attendance is awarded to all who have completed the course work of the workshop.

## Certification and course credits

*Training offered at workshops.* Although a certification program has not been established in Mississippi for school lunch personnel, consideration is being given to certification under the present progressive plan of training at school lunch workshops.

School lunch personnel attending a school lunch workshop for the first time receive 4 class hours in each of the following: sanitation, food preparation, menu planning, and records. They also receive 2 class hours each in nutrition and in policies of the School Milk and School Lunch Program. School lunch personnel attending a workshop for the second time receive 4 class hours in each of the following: advanced menu planning, records, meal preparation, and purchasing. They also receive 2 class hours each in sanitation and in nutrition.

After completing the basic courses required in the first two workshops attended, school lunch personnel may elect to take 20 class hours in one of the advanced courses offered each year: purchasing, planning better school lunches, and quantity foods. To meet the needs of school lunch personnel who have attended at least 5 workshops, 2 additional courses of 20 class hours each are offered each summer. Included are courses from the fields of management, equipment, nutrition, and new developments in the School Lunch Program.

*Course credits.* School lunch personnel who have a high school diploma or its equivalent may receive college credits for one semester, or 1½ quarter hours, for any of the advanced courses completed.

*College certificate course.* Recognizing the need for more trained personnel in the field of school lunch, Mississippi Southern College is now offering a 2-year certificate course to any manager who qualifies for college entrance. Subject matter courses offered include basic college courses and special courses in nutrition and school lunch. This year Mississippi Southern also offered a graduate course in quantity food preparation.

*Staff.* The staff of instructors for the summer workshop courses is composed of staff members from the colleges where the workshops are held, State and Area School Lunch Supervisors from the State Department of Education, nutritionists and district sanitarians from the Mississippi State Board of Health, and home economists from the U. S. Department of Agriculture. Other staff members include qualified personnel actively engaged in food service work and home economics teachers from Mississippi or surrounding areas.



## Materials

Each workshop instructor prepares his own material. Booklets and other teaching aids have been thus developed. Laboratory, discussions, and "buzz sessions" are some of the ways used to present courses.

## Fees

Participants pay a fee, which is sufficient to cover workshop costs, directly to the college they attend. The money for the fees comes from the funds of the participant's school.

In 1957, at the University of Mississippi and at Mississippi Southern, the fee was \$20 which included room, meals, and class instruction for 1 week. Day students at the former college paid \$11 for class participation. At the latter, each day student's fee, which was \$13, included the noon meal. The cost for boarding each student at the Negro workshop was \$13; the day student's fee was \$6 for classes and lunch. The part-time students at the Negro workshop paid 40 cents per class; an additional charge was made for meals.

## CALIFORNIA

By J. M. HEMPHILL

*Supervisor of the School Lunch Program,  
State of California Department of Education*

The State Department of Education assumed responsibility for administering the National School Lunch Program in 1946. It soon became apparent that an in-service program for school lunch personnel was needed because most local programs in the rural areas were operated by people with little or no background in nutrition, sanitary food handling, and quantity food service.

## County workshops

Development of a Statewide in-service training program was begun in 1947 when staff members of the State Department of Education cooperated with county superintendents of schools in conducting 1-day county-wide workshops or institutes for school lunch personnel on such topics as sanitation, menu planning, food preparation, and nutrition. Usually, there were also demonstrations of such activities as food preparation and use of equipment. Meetings were held on Saturdays and attendance was voluntary.

The county workshops were helpful in focusing attention on school lunch management problems and stimulating an interest in upgrading professional standards of school lunch personnel, but in time it became obvious that this type of program alone was inadequate. Training was piecemeal and varied widely throughout the

State with the degree of leadership provided locally. It was recognized that the county workshops were important and should continue, but that they needed to be supplemented by a more intensive training program.

## Workshops at State colleges

1951. In the summer of 1951, the State Department of Education cooperated with the University of Redlands in planning and offering a 2-week course in school lunch management. The State Department of Education assumed responsibility for all aspects of the course—approval of applications, registration, instruction, and the preparation of instructional aids such as a teacher's guide and student workbook.

Sixty people enrolled in this first summer course. They were divided into two sections or classes. Instruction covered food preparation and service, sanitation, menu planning, food purchasing, and the selection and care of equipment. Although no college credit was earned, students were awarded certificates upon completion of the course.

1952. A similar 2-week course was offered at San Jose State College in 1952. Again, the school lunch staff of the State Department of Education assumed all responsibility for planning and conducting the course. Four classes were scheduled and 105 people were enrolled. One unit of college credit and a certificate were awarded to those who completed approximately 40 hours of instruction.

Experience gained in giving the 2-week courses indicated that it was not realistic to assume that students, many of whom had little previous training, could absorb all aspects of school lunch management in a period of 2 weeks. Rather, intensive training in each subject-matter area seemed desirable.

It was realized that the scope and sequence for instruction in school lunch management should be coordinated with a broad Statewide and State-recommended pattern of training and experience for school food service personnel. Accordingly, the California State Joint Committee on School Health appointed a subcommittee to study this problem and develop recommendations. The subcommittee recommendations were approved by the committee on April 19, 1954. The recommendations covered the qualifications, scope of duties and responsibilities, and suggested pattern of training for school lunch managers of programs in a single school and directors or supervisors of school lunch programs in a district.

1953. The school lunch staff of the State Department of Education, under direction of the supervising nutritionist, developed a teacher's guide and student

workbook. It was written for a course in menu planning that was offered in 1953 at Humboldt State College in Arcata. Seventy-six people enrolled in 4 sections of the course, for approximately 18 hours of instruction. One unit of college credit and a certificate were granted to those who completed the work. Because the enrollment had to be limited, many applications were rejected.

1954. The summer training program was expanded to include 1-week courses in beginning menu planning, advanced menu planning, nutrition, and food purchasing. The courses were offered at Humboldt State College and at California State Polytechnic College in San Luis Obispo. 219 students enrolled, and a number of applications were rejected because of instructional-staff limitations. At both colleges, certificates and 1 unit of college credit were granted to students who completed 18 hours of instruction. Again, the school lunch staff accepted all responsibilities for planning and staffing the courses.

## Planning with the colleges

It became evident that further expansion of the summer training program would be difficult unless the colleges assumed more responsibility for the course offerings. Various colleges were invited to send representatives to a meeting in Sacramento in December 1954, to discuss problems in connection with the summer training program and to lay plans for the expansion of the program. Representatives of six State colleges and the University of California at Los Angeles met for these purposes and reached the following agreements:

1. A list of the institutions interested in offering summer courses in school lunch management would be released in an early issue of the State School Lunch News. Individuals wishing to enroll in the courses would be told to write to the institution of their choice, indicating the courses desired.
2. Basing decisions on the demand indicated by these requests, the institutions would inform the State school lunch office which course each wished to offer and the services they would like the school lunch office to furnish.
3. The school lunch office would advise the institutions what services it could provide.
4. The institutions would then inform the school lunch office of the courses to be offered.
5. The school lunch office would distribute announcements and application forms statewide.
6. Interested individuals would mail applications directly to the institution of their choice.

1955 and following years. The agreements reached at the December 1954 meeting provided great impetus for the advancement of the summer training program. In the summer of 1955 more than 600 people enrolled in courses in school lunch management offered at 8 institutions. In 1956 more than 800 people enrolled and in 1957 both offerings and enrollments were increased. Some of these participants come back each year, and some are newcomers. A few have attended a course every summer since 1951.

## Important features of the program

The following features are considered most important to the success of the training program:

1. Individual visits to local programs by trained personnel employed by the State Department of Education.
2. Countywide workshops and institutes for school lunch personnel, cooperatively planned and conducted by county superintendents of schools and the State Department of Education.
3. A recommended, long-range plan of training for school lunch personnel.
4. Content outlines and teacher's guide for courses in school lunch management developed cooperatively by the State Department of Education and the colleges.
5. Joint planning by the State Department of Education and the State colleges in the development and offering of various courses in school lunch management.

## NORTH CAROLINA

By KATHRYN D. WOODARD

*Area Supervisor of School Lunch, State of North Carolina Department of Public Instruction*

## Local workshops, 1946

The State school lunch program of the North Carolina State Department of Public Instruction began to give 1-day workshops for school lunch managers and workers in 1946, with the cooperation of the North Carolina State Board of Health. These workshops are still held in the afternoons or on Saturdays throughout the school year and in the summer. Early in the program, by popular demand, 1-day workshops given in the summer months were expanded to 3 days or even to 1 week. The length is determined locally.

One-day and three-day workshops are given in local schools. One-week workshops are usually held at county seats. They are held in all parts of the State, although they are rather widely scattered and not every locality is reached.



The sponsorship has gradually changed, so that now local administrative units of the State school lunch program—usually through the school superintendent—sponsor the workshops, with the cooperation of the State school lunch staff. The nine field people of the State school lunch staff help the local people organize their programs. Staff of the Woman's College of the University of North Carolina, and of local Boards of Health, distributors of equipment and food, commercial demonstrators, and utility company representatives help to present the subject matter.

Subjects such as sanitation, menu planning, nutrition, food preparation, and food service are presented by means of demonstrations, lectures, or discussions. One-week workshops also include laboratory work, and field trips to such places as industrial plant cafeterias, equipment houses, and food processing plants. No fees are charged, nor is credit or certification given for attending any of these workshops.

### **District workshops, 1949-1950**

One-week district workshops were held in the summer of 1949, for school lunch managers and workers, sponsored by the State school lunch program and local school lunch administrative units with the cooperation of the State Board of Health. The same type of subject matter was given as is outlined for the 1-day and 3-day workshops above. No fees were charged, but the State school lunch program gave a certificate to each person who participated, as a recognition of attendance and as an indication of professional growth to his superintendent and other school personnel. The managers took great pride in hanging the certificate in the lunchroom where the children in their schools could see it.

In the summers of 1949 and 1950, 1-week workshops were held in small regional colleges for school lunch managers. The State school lunch staff presented the subject matter, and the colleges provided facilities, such as classrooms and lunchrooms. The Division of Distributive Education of the State Department of Public Instruction (in charge of vocational training for those in businesses and services), the North Carolina Board of Health, and the School Lunch Branch, Agricultural Marketing Service, U. S. Department of Agriculture, helped with the program. Subjects covered were public relations and organization and management (of a school lunch program). Again, the State school lunch program gave a certificate to each participant. No fees were charged; participants paid only for meals and lodging at the colleges. Most of them were day students; many came each morning on school buses.

The groups attending these regional workshops—300 at one time—became too large to be given adequate

attention by the State school lunch staff, and after 1950 these workshops had to be discontinued. A study was made of the time spent by 10 staff members in planning and carrying out the workshops. The cost proved to be the equivalent of one person's entire field travel budget plus a year's salary, and yet the workshops reached only 300 to 500 out of approximately 1,600 managers in the State. It was felt that more workers might be reached if the training was given where the workers were located.

From then until 1957, each area supervisor of the State school lunch program has held a fall meeting with lunchroom managers and school principals in each county in his area. In this way practically all of the managers in the State were contacted for at least a 2-hour period, when State policy changes and local problems, such as budget, personnel, and menus, were discussed. Follow-up meetings were held later in the year on menu planning and buying, and training was given in the use of new materials from the U. S. Department of Agriculture and other sources.

### **Statewide program of demonstrations, 1950**

A Statewide program of demonstrations on food preparation and storage was begun in 1950. These demonstrations are given to managers and workers at local schools during the school year. The State school lunch program sponsors them and receives assistance from home economists of the Fish and Wildlife Service, food preparation demonstrators of commercial firms, and food preservation specialists of the U. S. Department of Agriculture as well as the local school administrators.

### **State workshops, 1953 and 1954**

One-week workshops for managers were held in Greensboro at the Woman's College of the University of North Carolina and Agricultural and Technical College of North Carolina in the summers of 1953 and 1954. The State school lunch staff gave lectures and demonstrations in organization and management, food preparation, and menu planning, with the help of demonstrators from commercial food companies and food specialists. No credit was given, but a certificate was awarded to each participant at the end of the course.

### **Five-year plan for managers, 1955**

In 1955 the Woman's College and the Agricultural and Technical College, with the cooperation of the State school lunch program, began a series of summer institutes for school lunch managers, to be run on a 5-year plan. Five courses are given in all. Not all



courses are offered every year; they are rotated. Each course is 1 to 3 weeks long. Two to three courses are given each summer. Attendance can be for 1, 2, or 3 weeks, depending upon how many credits the manager wants to take and the courses that are offered.

College credit is given for high school graduates only. Others may take the courses, but not for credit. Credits are given according to the length of the course. A 2-week course earns 2 hours of credit; a 3-week course 3 hours.

A course in organization and management is offered each year to beginners, at each college. All must take it before going on to other subjects. Credit for this course is 2 hours. At the Woman's College the advanced courses are quantity cookery (3 hours credit), institution buying (2 hours credit), records and cost control (1 hour credit), equipment (1 hour credit). At the Agricultural and Technical College the advanced courses are elementary nutrition, institutional marketing, quantity cookery, cost accounting.

The students are charged for the course work, the rate depending upon the length of the course. The fee for the 2-week organization and management course was \$19 in 1957. The same amount was charged to those who took institution buying in 1957. This money can come from school lunch funds, if not available from tax funds. Those students who live at the colleges while attending the institutes also pay for room and board. The boarding fee at the Woman's College for 2 weeks was \$25 in 1957. Many managers raise money during the year to pay their expenses to summer school by sponsoring community suppers, or by operating a booth or entering an exhibit at county fairs.

The State school lunch staff handles preregistration and sends the list of applicants to the college.

## **Planning conferences for supervisors, 1954**

One-week summer conferences of local supervisors were begun in 1954, under sponsorship of the State school lunch program. They are held at the Woman's College in Greensboro and in the Wake County Board of Education Building in Raleigh. These supervisors make up a pioneering group, which is trying to solve some of the problems of giving better training in nutrition and management to school lunch workers. Upon request, consultants from the Florida and Tennessee school lunch programs have come to help in this work.

In 1954, the group discussed qualifications and responsibilities of local supervisors, good work attitudes and methods of work planning, and needs in school lunch supervision. In 1955, the conference considered

problems and techniques in supervision. Developing materials for training was the theme of the 1956 conference. This theme was considered in terms of working relations, in-service training, and equipment and layouts. In 1957, the supervisors worked on further development of materials, orientation for newcomers, problems in large and in small school lunch systems, and food preparation. The results of these conferences each summer have been mimeographed and made available to the participants. More conferences are planned.

## **Plans for certification of school lunch personnel**

A series of courses is planned by the State Department of Public Instruction to give certified training to managers and workers. The Trades and Industries Division of Vocational Education has funds to pay instructors, and will set up courses, in cooperation with the State school lunch program.

The courses can be offered in any town that wants to sponsor the program. The local school superintendent would be responsible for setting up the program. The list of courses to be given was developed by a statewide committee of local school lunch supervisors. The areas covered will be food preparation and serving; management, including menu planning; purchasing and cost control of food, equipment, and supplies; use, care, sanitation, and safety of equipment; food storage; personnel management; and organization.

It will take 90 clock hours to complete such a training course. The entire course for certification can be finished in a year. It can be taken more slowly; the individual sets his own pace.

There will be no charge to the participants. This intensive training program on one aspect of school lunch management is also intended to replace the fall visit of area supervisors to each county. Eventually, it is hoped, this program will have statewide coverage. At present, the biggest problem is securing qualified instructors.

## **Qualifications of personnel**

Managers of large-scale lunch programs, as well as directors and supervisors, are expected to be college graduates, with basic training in institution or lunch-room management, and with course work in education and in home economics. Managers of smaller programs should be high school graduates, with some experience in work comparable to the school lunch situation. College-educated managers are expected to attend summer school periodically to keep up to date with new developments in school food service and related fields.



## Attendance

Attendance at workshops and demonstrations is requested of all school lunch managers and workers, but it is not mandatory. Family and home responsibilities keep many from attending out-of-town workshops. There are isolated areas in the State; this presents travel problems for attendance at workshops. Many school lunch workers are reached only on the field trips made by the State school lunch staff.

## Materials

The State school lunch program develops teaching materials. Local administrative units supplement these with materials needed for their special local situation with the cooperation and help of local people such as nutritionists and sanitation experts.

## Objectives

Since it is difficult to get all school lunch workers to the workshops, the aim of recent projects in North Carolina is to develop a corps of trained workers who can return home and give training locally. The long-range objectives of the program are now in the process of attainment. They include having qualified managers in charge of all lunchrooms, competent lunchroom helpers, coordinated credit and noncredit college training programs for school lunch personnel, and having a college curriculum for school lunch managers leading to a degree in School Food Service with teacher certification status.

## VALUE OF THE PROGRAMS

*California.* Persons who are to direct, manage, and work in the school lunch programs, which have a direct effect on the health and well-being of children, need continuing education in nutrition, food preparation and service, sanitation, and in business procedures. The California program of in-service training for school lunch workers has been effective in upgrading school food service operational standards throughout the State. This is shown by the fact that more than 95 percent of local programs are now meeting or exceeding minimum Type A nutritional requirements.

*Mississippi.* The value of the training program has been demonstrated in Mississippi by more capable managers, more efficient school lunch programs, improved status and increased tenure of school lunch managers, and other school benefits.

*North Carolina.* Those workers who do attend one workshop usually want to go again. Their new knowledge and interest are reflected in the better functioning of their lunchroom after they have been in a workshop or conference. A statement made by one manager

seems to tell the story: "If the other managers in the State could come to workshops and classes, I know they would catch this contagious enthusiasm to do a better job."

## INTERAGENCY COMMITTEE ON NUTRITION EDUCATION AND SCHOOL LUNCH (ICNESL) Agencies and Their Representatives, 1957-58

### *American National Red Cross*

Dorothy L. Bovee, Chairman, ICNESL; Mrs. Kester L. Hastings.

### *Department of Agriculture*

#### Agricultural Marketing Service:

Food Distribution Division, Technical Service Section, School Lunch Branch.—Mrs. Bertha Olsen, Vice Chairman, ICNESL; Janet McFadden.

#### Agricultural Research Service:

Institute of Home Economics.—Sadie F. Adelson, Louise Page.

#### Federal Extension Service:

Division of Home Economics Programs.—Dr. Evelyn B. Spindler, Mrs. Helen D. Turner, Mary Kennington.

#### Foreign Agricultural Service:

Foreign Training Division.—Gertrude Drinker, Ruth Ethridge.

### *Department of Health, Education, and Welfare*

#### Office of Education:

Division of Vocational Education, Home Economics Education Branch.—Dr. Margaret Alexander, Mrs. Virginia T. Thomas.

Division of State and Local School Systems, Instruction Organization and Service Branch.—Elsa Schneider, Dr. Helen K. Mackintosh.

#### Public Health Service:

Division of Special Health Services.—Beth Heap, Dorothy M. Youland.

Division of Indian Health.—Dr. Bertlyn Bosley.

#### Social Security Administration:

Children's Bureau, Division of Health Services.—Marjorie Heseltine, Helen Stacey.

### *Department of the Interior*

#### Fish and Wildlife Service:

Technological Laboratory.—Mrs. Rose G. Kerr, Dr. Hugo Nilson.

#### Bureau of Indian Affairs:

Branch of Education.—Norma Runyan, Mrs. Almira D. Franchville.

### *International Cooperation Administration*

#### Office of Food and Agriculture:

Institutions Branch.—Dr. Katharine Holtzclaw.

### *Food and Agriculture Organization of the United Nations*

#### North American Regional Office:

Jean McNaughton.

## CHAIRMEN OF NUTRITION COMMITTEES

*California.*—William L. Hunter, Bureau of Field Crops, Division of Plant Industry, Department of Agriculture, 1220 N St., Sacramento 14.

*Connecticut.*—Ruth Cowles, Home Economics Education, Department of Education, Hartford (P. O. Box 2219).

*Georgia.*—Mary Gibbs, Agricultural Extension Service, University of Georgia, Athens.

*Illinois State.*—Geraldine E. Acker, Extension Specialist in Foods and Nutrition, University of Illinois, Urbana.

*Chicago, Ill.*—Mrs. Madge Little, Director of Home Economics, American Dry Milk Institute, 221 N. La Salle St., Chicago 1.

*Indiana.*—Vola Simpson, Department of Home Economics, Ball State Teachers College, Muncie.

*Iowa.*—Julia Dearchs, State Nutritionist, Iowa State Department of Health, Des Moines 19.

*Kansas.*—Ruby Scholz (Cochairman), School Lunch Program, State Department of Public Instruction, Topeka. Georgiana H. Smurthwaite (Cochairman), Extension Service, Professor of Program Development, Kansas State College, Manhattan.

*Kentucky.*—Mrs. Doris Tichenor, Route 4, Lexington.

*Louisiana.*—Alice Graham, Head, Home Economics Department, Louisiana Polytechnic Institute, Ruston.

*Maine.*—Dorothy Woodcock, Nutrition Consultant, State Department of Health and Welfare, Augusta.

*Maryland.*—Eleanor McKnight, Baltimore Department of Health, Baltimore 3.

*Massachusetts.*—(Subcommittee of the Central Health Council.) Mrs. Elizabeth Caso, Nutritionist, Department of Public Health, Cambridge City Hall, Cambridge.

*Michigan.*—Norman E. Teller (Acting Chairman), Chief, School Lunch Division, Michigan Department of Public Instruction, Lansing.

*Minnesota.*—Grace Brill, Assistant Professor and Nutrition Specialist, Agricultural Extension Service, University of Minnesota, St. Paul.

*Mississippi.*—(Subcommittee of State Home Economics Association.) Mrs. Ersel Boyd (Cochairman), Route 2, Box 274, Jackson. Mrs. Gladys Boyette (Cochairman), Nutrition Specialist, Agricultural Extension Service, State College.

*Missouri.*—Dorothy Vorhies, Associate Professor of Dietetics, University of Missouri Medical Center, Columbia.

*Nevada.*—Mrs. Donald C. Thelan, Supervisor, Public Health Nurses, Health Department, 755 Ryland Ave., Reno.

*New Hampshire.*—Mrs. Aline Cavanaugh, Supervisor of Field Service, New Hampshire State Department of Welfare, Concord.

*New Jersey.*—Dr. Ann Caldwell, 160 West End Ave., North Plainfield.

*New Mexico.*—Mrs. Mildred Latini, Executive Director, Dairy Council of Northern New Mexico, 302 San Matco Blvd., N. E., Albuquerque.

*New York State.*—Mrs. Katherine Flack, Director of Nutrition, New York State Department of Mental Hygiene, 217 Lark St., Albany.

*New York City.*—(Food and Nutrition Section of Community Council of Greater New York, Inc.) Dr. Robert Hillman, President, Food and Nutrition Council, State University of New York, College of Medicine. Send mail to: Mrs. Eva S. Banks, Chairman of the Planning Board, Community Service Society, 105 East 22nd Street, New York 10.

*Ohio.*—Izola Williams, Ohio Department of Health, State Office Building, Columbus 15.

*Oklahoma.*—Esther M. Munsil, Tulsa Dairy Council, 312 Wright Building, Tulsa 3.

*Rhode Island.*—Violet Higbee, State Home Demonstration Leader, University of Rhode Island, Kingston.

*South Carolina.*—Dr. D. W. Watkins, State Grange, Clemson.

*South Dakota.*—Dr. Lida Burrill, Home Economics Department, South Dakota State College, Brookings.

*Texas.*—Louise Mason, Cooperative Extension Work in Agriculture and Home Economics, College Station.

*Utah.*—Mrs. Ruby Elledge, Mountain Fuel Supply Co., 36 S. State St., Salt Lake City.

*Vermont.*—Blair Williams, Assistant Professor of Foods and Nutrition, Home Economics Department, University of Vermont, Burlington.

*Virginia.*—(Subcommittee of the Virginia Council of Health and Medical Care.) Janet L. Cameron, Food and Nutrition Specialist, Extension Service, Virginia Polytechnic Institute, Blacksburg.

*Washington.*—Dr. Velma Phillips, Dean, College of Home Economics, State College of Washington, Pullman.

*West Virginia.*—Dr. Walter R. Lewis, Head, Department of Agricultural Biochemistry, West Virginia University, Morgantown.

*Puerto Rico.*—Marianne Goettsch, Department of Biochemistry and Nutrition, School of Medicine, University of Puerto Rico, San Juan 22.

*Virgin Islands.*—Mrs. Elizabeth Michael, Home Economics, Department of Education, Charlotte Amalie, St. Thomas.

---

Institute of Home Economics, Agricultural Research Service, U. S. Department of Agriculture, in consultation with the Interagency Committee on Nutrition Education and School Lunch. (The printing of this publication has been approved by the Bureau of the Budget, July 27, 1955.)

---